



Strategic Government Resources is assisting the City of Boca Raton, Florida, in recruiting its next Municipal Services Director

Boca Raton, incorporated in 1925, is the 28th most populous city in the State of Florida and the second largest city in Palm Beach County with approximately 100,000 residents. Located on Florida's "Gold Coast," it is the southernmost city in Palm Beach County. Boca Raton is forty miles north of Miami and approximately midway between the cities of West Palm Beach and Fort Lauderdale. It is bordered on the east by the Atlantic Ocean. Boca Raton offers a high-quality of life, with excellent public schools, a variety of recreational and cultural venues, enviable weather, and white sandy beaches.

The City encompasses 29.6 square miles (18,572 acres), with five miles of ocean frontage and a park system covering 1,649 acres. The Greater Boca Raton area includes the City of Boca Raton and its Reserve Area, located directly west of the City's western boundary, extending to Florida's Turnpike. The Reserve Area was legally designated as such by the State of Florida. Currently, the area in the Reserve Area cannot incorporate as an individual municipality nor attach itself to any municipality other than Boca Raton.

Boca Raton is known as "A City Within a Park" for various reasons. With 2.5 miles of oceanfront parks, two swimming pools, three tennis centers, two municipal golf courses, the Gumbo Limbo Nature Center, and numerous neighborhood parks, Boca Raton focuses on learning and meeting the recreational needs of its citizens. Among the park facilities are the Children's Science Explorium, the Willow Theater, three Community Centers, and both Mizner Bark and Bark Beach Dog Parks. With its diverse assortment of opportunities for an active lifestyle, proximity to major airports, and access to a multitude of cultural amenities, the City of Boca Raton is a destination for those seeking a great place to live, work, and play.

Boca Raton is within Palm Beach County School District, the 10th largest school district in the nation. Palm Beach County has the highest number of district-operated "A" rated schools when compared to other large urban school districts. For more information, please visit: www.palmbeachschools.org



For those seeking higher education, there are several options located within Boca Raton, including Florida Atlantic University, Lynn University, and Palm Beach State College.

The City has a median home value of \$401,000 and a median household income of \$76,218.

Governance and Organization



Our Mission

The mission of the City of Boca Raton is to provide the highest quality of service to the community through responsible use of public resources to enhance our unique quality of life.

Our Vision

Boca Raton will be known as the premier community in which to live, work, and play. The City of Boca Raton will be recognized as a world-class local government by its commitment to performance and leadership.

Our Values

*Fairness - We treat everyone with equality and compassion
Integrity - We demonstrate honesty and the highest level of ethical behavior
Respect - We value diversity and differing viewpoints
Service - We are committed to excellence
Trust - Others believe in us as a result of our actions*

Our Guiding Principles

Financially Sound City Government

World-Class Municipal Services

Vibrant and Sustainable City

Strong Partnership with the Community

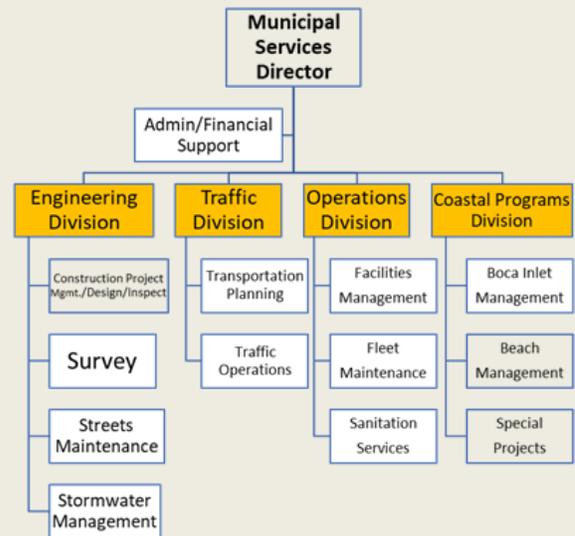
The City operates under the council-manager form of government with a Mayor and four Council members elected at-large on a non-partisan basis. The City has had long-term stable management, with the present City Manager being in place for the last eighteen years. The City provides a full range of services, including police services, fire-rescue services, municipal services (sanitation, roads, and traffic), recreation services, and utility services. Additional City services include building inspection, planning, zoning, engineering, surveying, and cemetery, as well as general administrative services.

The City has approximately 1,865 full-time equivalent employees and a total annual budget of \$859 million, with a capital budget of \$147 million.

About the Department

The Municipal Services Department oversees City capital improvement projects related to roadway; drainage and water quality infrastructure; traffic operations; parks and recreation facility projects; landscape projects; police and fire department capital projects; and other requested capital facility and infrastructure projects as directed by the City Manager.

Operationally, the Department is responsible for implementing and managing routine operations related to facilities management, fleet management, sanitation services, and emergency management operations related to debris cleanup and damage assessments. The Municipal Services Department is also responsible for the divisions of Administration, Traffic/Special Projects, Coastal Programs, Dredge, Streets, Facilities Maintenance, and Engineering.



The City of Boca Raton's Municipal Services Department provides cost effective, innovative, and sustainable solutions which offer a safe, clean, environmentally conscious, and high-quality community in which residents thrive. The Department includes four primary divisions: Engineering, Traffic, Operations, and Coastal Programs. In total, the Department has 158 full-time employees, 13 part-time employees, and an operating budget of approximately \$41 million.

About the Position

Under the general supervision of the City Manager, the Municipal Services Director functions as Chief Operating Officer for the planning, overseeing, and managing of the City's infrastructure needs, including facility maintenance, solid waste collection,

construction inspection, engineering, fleet maintenance, beach management, streets and stormwater, and traffic control. General supervision is exercised over assigned personnel with direct supervision and management over all operational functions of the Department.

Typical Functions

- Plans, evaluates, and directs departmental policies, programs, and operations
- Develops policies, procedures, organizational structure, and general management criteria and the annual departmental budget
- Formulates policies and procedures and administers the daily activities of the Department
- Directs long and short-range planning of projects including construction and maintenance of various in-house projects
- Prepares departmental budget and recommends needed adjustments
- Establishes minimum standards pertaining to construction, control of design, development, improvement, repair, maintenance, and location of all public works facilities
- Approves payments to contractors and recommends approval of street closures and subdivision improvements
- Administers the Capital Improvement Program
- Serves as critical member of the emergency management team during emergency operations and weather-related events to include debris management; emergency operations center (EOC) watch-standing; and general department operations management
- Plans and directs the activities involved in the maintenance of public buildings, sanitation, streets, canals, and traffic safety and control
- Performs related tasks as required

Leadership and Innovation

Municipal Services Department key initiatives for the next several years include:

- Implementation of a citywide pavement management plan with over \$5 million per year in capital roadway projects
- Continuation of a sidewalk trip hazard reduction program
- Implementation of the stormwater master plan capital projects
- Design and construction of multiple maintenance facilities for Recreation and Municipal Services
- Design of a Government Campus Plan for core municipal facilities downtown
- Implementation of a Waterfront Master Plan with multiple waterfront park enhancement projects
- Design and construction of Police Support Facilities and a rebuild of an outdated fire station
- Review of Sanitation operations for improved efficiency

- Implementation of energy efficient projects in coordination with Florida Power and Light, EV charging stations, and other sustainable practices
- Continued succession planning for Department staff

Ideal Candidate

The City of Boca Raton seeks a Municipal Services Director who is an experienced leader in public works with the administrative and technical skills necessary for the planning and implementation of the Municipal Services Department's operating and capital project goals and objectives in a world-class city and dynamic environment.

Working in conjunction with other departments, and staff, the ideal candidate will have the ability to work independently and collaboratively, maintaining productive working relationships, along with demonstrating strong supervisory skills and management oversight of the operational functions of the Department, including Facilities Maintenance, Fleet Maintenance, Sanitation, Administration, and Finance sections directly, with general oversight of the Department indirectly, including Capital Projects, Engineering, Streets, Stormwater, Traffic Engineering, and Coastal Programs.



The successful candidate will be expected to represent the Department and must be politically neutral and possess excellent communication skills, with the ability to present both formally and informally to small and large public groups. A candidate who has a strong grasp of strategic planning and the ability to support the overall vision and mission of the organization will be successful.

The new Director will be a team builder and mentor to departmental staff, with the ability to provide clear assignments and direction to staff and follow-up on priority work. The chosen candidate will demonstrate a strong commitment to maintaining a high-performance culture within the department. The selected individual will lead with a proactive management style and provide critical thinking decision-making and advise the Director on organizational areas for improvement, functions, and divisional operations.

Education and Experience

A bachelor's degree from an accredited college or university in engineering, civil engineering, public administration, business administration, or a closely related field is required. A master's degree is preferred. Nine (9) years of extensive, progressively responsible experience in public works management, including a minimum of five (5) years of supervisory experience, is required. A Professional Engineer License in accordance with Florida Statute 471 is required, along with possession of a valid State of

Florida Class "E" driver's license with no more than six (6) points in a three (3) year period is required.

Compensation and Benefits

The salary range for this position is \$106,900 - \$178,500. The starting salary will be dependent on the qualifications and experience of the successful candidate. The City benefits package is excellent, and the Municipal Services Director may participate in the Executive Pension Program.

Application Process

Please apply online at:

<https://governmentresource.applicantstack.com/x/detail/a25of29kooje>

For more information on this position contact:

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